

**UNITED STATES DEPARTMENT OF JUSTICE
IMMIGRATION AND NATURALIZATION SERVICE**
Office of Business Liaison

Public inquiries: Employer hotline 800-357-2099 Fax 202-305-2523 E-mail office.business.liaison@usdoj.gov
Order INS Forms 800-870-3676 Website www.usdoj.gov/ins/

GENERAL INFORMATION ABOUT THE FORM I-9

What is Form I-9?

Form I-9 is the Employment Eligibility Verification Form issued by the Immigration and Naturalization Service. All US employers are responsible for completion and retention of Forms I-9 for **all** employees performing services in the United States. This process, which includes an employee's attestation of work status and an employer's review of documents presented by that employee to demonstrate identity and work authorization, is the means by which employers determine that employees are eligible to work in the United States.

If I suspect that one of my employees is ineligible to work in the U.S., may I request verification of status from the INS?

Employers should reject documents that appear **not** to be genuine and ask for alternative acceptable documentation. Employees who cannot provide acceptable documents may not continue to work. In cases where employers have cause to question the appearance of a given document, they may contact a local INS office or this office for guidance. **ONLY** officially registered participants in INS' automated verification system pilot projects are permitted to verify "A" numbers of non-citizen new hires. Questions about participation in INS verification pilot projects may be direct to INS' SAVE Program at (202) 514-2317.

How do I obtain Form I-9 process?

Copies of the Form I-9 can be ordered at (800) 870-3676 or from this office by phone, fax or mail. They may also be downloaded from the INS Internet website at <http://www.usdoj.gov/ins/>.

When do I need to use Form I-9?

Every new employee, regardless of citizenship, must complete a Form I-9 after he or she is hired. The employee and employer both must provide information and signatures, as indicated. The employer must make **original** I-9 forms available at the worksite within 3 days of a request by an authorized official of the INS, Department of Labor, or Office of Special Counsel.

How do I administer the Form I-9 process?

Detailed information about the employment eligibility verification process appears in the **INS HANDBOOK FOR EMPLOYERS**, Form M-274, published in 11/91. Each handbook contains two tear-out I-9 forms.

Can I reproduce Form I-9?

Employers are permitted to electronically generate the Form I-9, provided that the resulting form is legible, the content and sequence of the data elements and instructions match those on the official INS form, and the paper is of retention quality. Copies of the INS Form I-9 may be reproduced in either double-sided or single-sided format.

Can I store Forms I-9 electronically?

Currently, the only storage options are hard copy or microfiche.

Are changes anticipated in the Form I-9?

Changes in the Form I-9 are expected in late 1999 or early 2000, including reduction in the number of documents that can be submitted by new employees to verify their employment eligibility (the current list appears on the reverse side of the Form I-9, as amended by the interim rule of September 30, 1997). At that time, updated versions of the Form I-9 and **HANDBOOK FOR EMPLOYERS** will be issued. Call this office for details.

Where can I direct questions about the I-9 process?

Please direct questions to the **Employer Hotline** at (202) 305-1949 or (800) 357-2099. Questions that involve significant detail should be faxed to (202) 305-2523 or e-mailed to office.business.liaison@usdoj.gov.